

## LENDER CHECKLIST FOR PLP/SBAEXPRESS NOTIFICATION AND REQUESTS

**TO:** Sacramento Loan Processing Center      **DATE:** \_\_\_\_\_  
Small Business Administration  
660 J Street, Suite 233  
Sacramento, CA 95814

**RE:** Loan Name \_\_\_\_\_  
Loan Number \_\_\_\_\_

**FROM:** Lender \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**To notify SBA of an action, check the appropriate box below and fill in any blanks.**

- ☐ The approved principal amount of the loan has been decreased from  
\$ \_\_\_\_\_ to \$ \_\_\_\_\_.
- ☐ The loan has been canceled.
- ☐ The trade name of the business (or, if it has no trade name, the name of the business  
entity) has been changed from \_\_\_\_\_ to  
\_\_\_\_\_.
- ☐ The borrower's address has been changed from \_\_\_\_\_ to  
\_\_\_\_\_.
- ☐ The fixed interest rate has been changed from \_\_\_\_\_ % to \_\_\_\_\_ %.
- ☐ The variable interest rate spread has been changed from \_\_\_\_\_ % to \_\_\_\_\_ %.
- ☐ The maturity has been changed from \_\_\_\_\_ months to \_\_\_\_\_ months.  
(New maturity date: \_\_\_\_\_)
- ☐ An action has been taken requiring SBA to re-classify the loan into "liquidation  
status."

**To request SBA consent to an action, check the appropriate box below, fill in any blanks, and attach written justification for the request.**

☐ Increase the principal amount of the loan from \$\_\_\_\_\_ to \$\_\_\_\_\_.

☐ Change SBA guarantee percentage from \_\_\_\_\_% to \_\_\_\_\_%.

☐ Transfer the loan to \_\_\_\_\_.

The following information is attached.

- A signed request from the lender requesting the transfer (the transferor lender)
- The name and bank identification number of the lender to which it wishes to transfer the loans (the transferee lender)
  - ⇒ Whether the transferee lender has a current PLP Agreement with SBA
  - ⇒ If the lender is not PLP, whether it has an executed SBA Form 750, Loan Guaranty Agreement (Deferred Participation), with SBA
- The SBA loan number and borrower name for each loan to be transferred
- The status of each loan to be transferred
  - ⇒ Whether the loan is fully disbursed
  - ⇒ If the loan is not fully disbursed, the amount of any disbursement(s) made on the loan
  - ⇒ If the loan is not fully disbursed, whether an SBA Loan Authorization for the loan has been executed by the transferor lender
- A written statement from the transferee lender that it assumes all liability for any deficiencies in the processing, closing and/or servicing of the loan(s) that it is acquiring.

☐ Compromise principal balance with a primary obligor. (PLP lender may, without SBA consent, release guarantors and other parties contingently liable for the debt for appropriate consideration if the loan is current and its repayment will not be jeopardized.)

☐ Sell or pledge more than 90% of the loan.

☐ Disburse a loan with primary collateral with environmental risks that are proposed to be minimized by a non-standard indemnification agreement. (Copy of proposed indemnification agreement is attached along with justification.)

☐ Acquire or purchase environmentally impaired property.

☐ Take an action that would convey a preference on the lender, including an increase in a prior lien the lender holds on loan collateral, or would create a conflict of interest. (Lender's credit memorandum and all relevant financial data are attached along with justification and this request has been mailed or delivered, not faxed, to SBA.)

☐ Any contested litigation.

\_\_\_\_\_  
**Signature of Lender**

\_\_\_\_\_  
**Date**